



## EMPLOYEE PAY STATEMENT QUICK REFERENCE

[Click here for PRINTABLE VERSION](#)

Best printed in DUPLEX

### To View Current Pay Statement:

1. Access **LEO**

From the **Louisiana.gov** page, locate Online Services and click [LEO: Louisiana State Employees Online](#) or use this address:  
<https://leo.doa.louisiana.gov/>

2. Log into LEO. **Personnel Number** field enter 8 character P id. Must enter a "P" and all necessary preceding zeros (ex: P00123456). Tab to the **Password** field, enter your password and press enter. Need help? Click on **Log On Assistance**.

**Note:** You can find your Personnel number on your Employee Notification Form or ask your Time Administrator or Human Resources section.



3. Enter your **Password**. If you can't remember your password, reset it by clicking on **Password Maintenance** and following instructions.
4. LEO Home page is displayed. Click **My Info**.

5. Click .



Your **current** period payroll results will be displayed in the **lower half of your screen**. The upper area of the screen contains the date range of the period displayed.

Use the scroll bar **at the right** to view more of your pay statement.

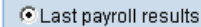
### To Print Pay Statement:

Click . A printer selection box may appear. Select the correct printer and click  OK.


### To Save Pay Statement:

Click . The **save a copy** pop-up box will appear. Select where you want to store it, name your file, and then click . You may want to include the pay date as part of the file name (e.g., Pay12072007).

### To View Previous Pay Statements:

Click  and indicate number to retrieve.

To view pay statement for specific periods:

  
from   
to

1. Click
2. Enter date range in **from** and **to** fields.
3. Screen displays Payroll Results frame at the top with a row for each of the pay statements you requested. The most recent pay statement row already highlighted and the statement automatically displayed at the bottom.

Payroll Statements

Pay Statement

MenuSystem

Payroll results

Period	Payment d...	Payroll type	Payroll reason
06/01/2009-06/14/2009	06/19/2009	Regular payroll run	
05/18/2009-05/31/2009	06/05/2009	Regular payroll run	
05/04/2009-05/17/2009	05/22/2009	Regular payroll run	

**Note:** Can't view pay statement?

If the lower portion of the Pay Statement screen appears blank, verify the status of the window using the icons on the Pay Statement header bar.



Window is collapsed. Click the right icon on the Pay Statement header bar to expand the window.



Window is expanded and all information should be displayed.

\*\*\*\*\* STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL \*\*\*\*\*  
Special Messages: EMPLOYEES ELIGIBLE FOR ADVANCE EIC MUST COMPLETE A 2008  
W-5 FORM. FORM SUBMITTED FOR 2007 EXPIRES ON 12/31/2007.

0276 DOTD-Engineering & Operations  
PERS #: 00026589  
CHARLIE CLERK  
32 DAFFODIL LN  
WAGGAMAN LA 70094-2222

PERIOD: 25/2007  
25/2007  
WITHHOLD W/4  
FED Married  
LA Married

PAY PERIOD END: 12/02/2007  
PAY DATE: 12/07/2007  
#A PE DE ADDL AMT EIC  
02 0.00  
00 00 02 0.00

BANK DETAILS  
Savings 126.00 SOUTH LOUISIANA HIGHWA  
Savings 925.54 A.S.I. FEDERAL CREDIT

NET 1,051.54

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS YTD HRS
ANNUAL	0.00	5.53600	277.37510	34.75		
SICK	0.00	5.53600	603.12510	6.00		
COMP-KT	0.00	0.00000	0.00000	0.00		
FLSA COMP	8.00	12.00000	16.00000	8.25		
FMLA	0.00	0.00000	0.00000	0.00		

EARNINGS/PAID ABSENCES	RATE	HOURS	AMOUNT
003B Regular Pay-Salary	13.59	24.00	326.06
003B Regular Pay-Salary	14.13	32.00	452.16
849B OT(1.5) Attendance	14.13	7.00	98.91
949B OT(1.5) Att - NE Prem	7.07	7.00	49.49
650B Annual Leave-Absence	14.13	8.00	113.04
701B Holiday	14.13	8.00	113.04
701B Holiday	14.13	8.00	113.04

\*\*\*\*\* TOTAL EARNINGS/PAID ABSENCES 1,265.74

## Detailed Explanation of Pay Statement:

- Special messages: Messages issued by the Office of State Uniform Payroll.
- Your Agency Number and Organizational Unit.
- Personnel Number (also your LEO logon ID).
- Fair Labor Standards Act (FLSA) classification: **EX** =Exempt, **NE** =Non-exempt
- Pay period number/year being reported + period end date and pay date.
- Name and mailing address that is currently on file. (This can be maintained in LEO under **My Info > Personal Info > Address.**)
- Current tax withholdings as well as any additional amounts withheld. (Maintained in LEO under **My Info > Personal Info > Tax Withholdings**)
- This identifies how much money was deposited in your bank account(s) and the names of the banking institutions. The net amount is your pay minus any deductions or taxes. (Bank accounts maintained in LEO under **My Info > Payment Info > Bank Information.**) If you receive a paper check, bank details will state check and not list any accounts.
- Prior pay period adjustment is used only when there is an increase or decrease in your pay resulting from a correction to pay, attendance, absence or deduction information for a previous pay period.
- Leave hours taken, earned, remaining, as well as year-to-date taken and unpaid for the pay period displayed.
- All earnings and paid absence hours included in this payment, along with the hourly rate for each.
- Taxes and retirement withheld this pay period as well as cumulative year to date amounts withheld.
- Portion of earnings that were subject to taxes and retirement contributions (taxable wages). This is shown for current pay period and year-to-date.
- Current and year-to-date deduction amounts for insurances, deferred compensation, savings bonds, etc. Deductions with an asterisk (\*) indicate they are part of the flexible benefits program.
- Total deductions that were part of the flexible benefits program for the current pay period as well as year-to-date.
- Total earnings for hours worked and paid absences year-to-date.

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
Lasers	83.80	976.19	LASE	1,117.34	LASE 13,015.44
FED Withholding	62.39	728.29	FED	1,181.94	FED 13,584.11
FED EE Medicare	18.35	211.12	LA	1,181.94	LA 13,584.11
LA Withholding	35.65	399.26			
TOTAL TAXES/RET.	200.19	2,314.86			

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAPE
			CURRENT YR-TO-DATE
2340 Life Insurance-Atax	11.25	119.75	
2560 Group Dep Life+Supp-Atax	1.76	19.36	
5F44 UW Greater N.O. NoBal	1.00	12.00	
TOTAL DEDUCTIONS	14.01	151.11	

EARNINGS/PAID ABSENCES	YR-TO-DATE	AMOUNT
003B Regular Pay-Salary		11,793.21
849B OT(1.5) Attendance		1,029.57
949B OT(1.5) Att - NE Prem		515.29
650B Annual Leave-Absence		588.56
655B Sick Leave-Absence		81.52
701B Holiday		552.15
TOTAL EARNINGS/PAID ABSENCES YTD		14,560.30